

USOE Teacher Data Request

Section 1: Teacher Data Request - To be completed by Requester except shaded areas			
Requestor: (Title)			
Organization:			
Have you examined the most recent Superintendent's Annual Report for this data?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Request #:	
		Request Log Date:	
What other sources have you examined for this data?		Request Resolved Date:	
Desired Date:			
1A – Question to be answered: (for example, how many 4 th grade teachers are highly qualified? Who are special ed teachers at the elementary schools?)			
1B – Selection Criteria: (for example: all 4 th grade teachers in a particular school, all Hispanic educators teaching science...)			
1C – Data to be displayed: (for example: name, school address, assignment name, FTE count, individual counts, etc...)			
1D – Totals: (if applicable, totals and subtotals to be calculated)			
1E – Purpose: (How will this data be used?)			

1F – Delivery Format:	
Requestor Signature:	
Date Completed:	

Section 2: Teacher Data Request - To be completed by USOE Analyst	
2A – Public/Private Data Analysis:	
2B – Follow-up Clarification Needed:	
2C – Risk Analysis:	
Analyst Signature:	
Date Completed:	

Section 3: Teacher Data Request Approval	
3A – Director Approval:	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Comments:
Director Signature:	
Date Completed:	
3B – Assoc. Superintendent Approval:	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Comments:
Associate Superintendent Signature:	
Date Completed:	